



# Ramsey County Statement of Work

## Information Security Program Review

### Amendment

---

**Date:** October 17, 2013  
**Description:** Questions & Answers

Question: Is there an industry standard framework that the County would like to be used as a basis for the assessment?

Answer: ISO 27001/27002 & COBIT.

Question: Is the County's security program based on any industry standards frameworks?

Answer: Not currently.

Question: Will the County be providing the skeleton of the "interactive training matrix"?

Answer: No.

Question: Can they provide an example of the "interactive tracking Matrix?"

Answer: No.

Question: Is the vendor completing the County's pre-engagement checklist, or a vendor's checklist?

Answer: Yes.

Question: What percentage of the County's procedures has current, accurate documentation?

Answer: Approximately 10%.

Question: How many policies are in scope?

Answer: Approximately 20.

Question: How many standards are in scope?

Answer: Approximately 40.

Question: How many procedures are in scope?

Answer: Approximately 40.

Question: Are the interviews noted in "set the base line" a different set of interviews from the interviews in "conduct interviews"?

Answer: Yes.

Question: Does the County have documented functional owners?

Answer: No.

Question: Does the County have documented data owners?

Answer: No.

Question: Does the County have documented process owners?

Answer: No.



# Ramsey County Statement of Work

## Information Security Program Review

### Amendment

---

Question: In the "identify current state" milestone, interviews are the only listed data gathering activity. Should the vendor determine the "state" from just the content of the interviews, or is the vendor required to acquire additional evidence? For example, in an interview, the assessor is told that the County requires complex passwords. Should the vendor make the assessment based on that statement, or should the vendor require more evidence, such as a screen print of the Active Directory policy screen showing that complex passwords is enabled?

Answer: Actually in the above reference Milestone 2 gathering information from relevant policies, standard and procedures is also part of the Milestone. Therefore, the vendor should use the written policies and interview information to complete this Milestone. Vendor's can feel free to revise the requirements under this Milestone in their proposals as needed.

Question: Does the County expect the "interactive tracking matrix" to be viewable during the assessment or just as a final deliverable?

Answer: The County expects the matrix to be delivered when it is completed; however, it may be in the best interest of the Vendor to deliver a draft version to ensure the final version is acceptable to the County.

Question: The County has stated that interviews with 20 individuals are in scope. How did the County come up with that number? Does the County already have a list of individuals that it expects to be interviewed?

Answer: Yes, the County has a list of individuals already developed.

Question: Is 20 the number of people that will be interviewed, or the number of interviews? Do follow up meetings count as interviews?

Answer: Vendor should be interviewing 20 individuals and follow-up meetings do not "count" as interviews. One individual may need to be contacted more than once. The purpose of interviewing the individual is to gather information necessary to complete your assessment; you aren't merely checking off a list that you've completed interviewing 20 individuals.

Question: In Milestone 3, are the gaps to be identified gaps in the program or gaps in the implementation of the program? For example, the County uses a large number of systems, is the vendor expected to identify all the systems that have inadequate password implementations, or just identify if the County password policy and standards are adequate as compared to industry best practice?

Answer: The Vendor should be identifying all gaps discovered during the project.

Question: In Milestone 3, the recommendations are supposed to be based on current priorities. Does the County have a priority list? If not, what would the County like the vendor to base prioritization on? Does the County expect a business impact assessment to be conducted to establish priorities?

Answer: Priorities, and what they are based upon, should be based on risk.

Question: Is there a list of recognized holidays?

Answer: <http://www.co.ramsey.mn.us/NR/rdonlyres/B3DACF1B-F73C-4C68-9DE3-141C13BD596E/31537/2013HolidaySchedule.pdf>



# Ramsey County Statement of Work Information Security Program Review Amendment

---

Question: What are the parameters around “the work will be performed consecutively until project completion”? How does that county define this? Someone has to be on site 8 hours per day every day?

Answer: No but would prefer consecutively.

Question: Is there a required completion date for the project?

Answer: 12-31-2013.

Question: Is the contract with Ramsey County, or the State? The General Requirements have numerous references to “the State”.

Answer: The contract will be with The State of Minnesota.

Question: Is there an incumbent vendor?

Answer: No.

Question: Will you be making a decision solely based on the submitted proposal or will you be interviewing candidates prior to making a decision?

Answer: Decision will be based on the submitted proposals.

Question: Can the entire project or portions of the project be done remotely?

Answer: Yes.

Question: Is there experience with specific technologies that would be required/desired for the proposed candidates?

Answer: No.

Question: Has the County identified a controls framework you want to use (e.g., NIST 800-53, SANS Top 20, other?)

Answer: ISO 27001 / 27002 & COBIT.

---

**Date:** October 15, 2013

**Description:** Correction to Questions & Proposal Submission Instructions

This Statement of Work has been amended as follows:

#### Questions

Any questions regarding this Statement of Work should be submitted via email by 10/17/2013, 2:00pm Central time to:

Becky Kwapick  
Contract Manager  
Information Services  
[becky.kwapick@co.ramsey.mn.us](mailto:becky.kwapick@co.ramsey.mn.us)

#### Proposal Submission Instructions:

Submit Proposals via email no later than 10/21/2013, 5pm Central time  
Becky Kwapick  
Contract Manager  
Information Services  
[becky.kwapick@co.ramsey.mn.us](mailto:becky.kwapick@co.ramsey.mn.us)